



Town of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

Michael McGrath, Chair
Julie Lowre, Vice-Chair
Jane Bergen
Larry Pitman
Jon Rockwood

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MINUTES OF DECEMBER 8, 2020

The Personnel Board met on Tuesday, December 8, 2020 beginning at 6:00pm via Zoom. The following members were present:

Julie Lowre, Vice Chair
Jane Bergen
Larry Pitman
Jon Rockwood

Michael McGrath, Chair (NOT PRESENT)

Also Present:
Patrick Shield, Assistant Town Administrator
Kristine Brown, Benefits Coordinator

Agenda Items:

CALL TO ORDER:

Vice Chair Lowre called the Personnel Board meeting to order at 6:02pm

UPDATE FROM TOWN ADMINISTRATION

Assistant Town Administrator Patrick Shield mentioned that there were a couple of items on the agenda tonight. The first item was regarding Juneteenth. This will become a state holiday as of this upcoming June 19th. The issue of pay is something taken up by the Personnel Board for non-union staff. Town Administrator James Johnson has recommended that the Personnel Board add Juneteenth to the by-laws.

PERSONNEL BYLAW REVIEW: HOLIDAY ADDITION JUNETEENTH INDEPENDENCE DAY:

Mr. Bergen wanted to know if this addition was standard and were other towns doing this.

Mr. Shield said that a lot of cities and towns are in the process of updating their personnel by-laws and putting this into place.

Mr. Pitman wanted to know if the Unions have already voted on adding this to their contracts. If they haven't added it yet, should the Board wait until they do?

Mr. Shield explained that the contracts were established before. This wasn't on anyone's radar. There will not be much bargaining as this is a state holiday.

Mr. Pitman wanted to know what would happen if the holiday falls on a Saturday or Sunday.

Mr. Shield said if a holiday falls on a Saturday the day off would take place on Friday and if it falls on a Sunday the day off would take place on Monday. He went on to say that as a state holiday, you have to recognize it.

Ms. Lowre wanted to know if this requires municipalities to make it a paid holiday or is it just recognized by the state as a holiday. How does that work?

Mr. Shield stated it requires municipalities to close on that day. After speaking with Town Counsel their thought was that we want to make all of these holidays consistent. If all of the other holidays are paid, we don't want to single out one holiday and make it unpaid.

Ms. Lowre wanted to know if there was some sort of emergency or if something else came up and an employee needed to work on that day. Would they get time & half, double time, how does that work?

Mr. Shield explained that there is blanket language for all of the holidays. They may take another day off (paid) within 30 days of that holiday if they need to come in and work.

Motion moved by Mr. Pitman to accept/acknowledge that this is now a state holiday within bylaws seconded by Ms. Bergen

Roll call vote:

Julie Lowre: YES

Jane Bergen: YES

Larry Pitman: YES

Jon Rockwood: YES

Vote 4-0-0 Approved

REVIEW OF PERSONNEL ORGANIZATIONAL CHART:

Mr. Shield spoke about the organizational chart.

Mr. Pitman mentioned that there is a program out there that would make this easier than trying to do it all on excel.

Mr. Shield asked if Mr. Pitman could find the name of the program and share it with him. He went on to explain that the chart wasn't 100% finished but shared & explained to the Board what he had so far.

Mr. Pitman wanted to know who was handling the Fin Com minutes.

Mr. Shield said that Kelli Murphy in Purchasing has been handling those. She doesn't attend the meetings but will watch the recording and create the minutes from there. Mr. Shield explained the chart in depth.

Mr. Pitman felt that this chart is a great resource to have.

Ms. Lowre said she found it very helpful and thanked Patrick.

APPROVAL OF PERSONNEL ACTION REQUESTS:

The PAR's were reviewed.

Mr. Rockwood had one slight change. He noticed on one of the lines instead of saying Step it said Strep.

Motion moved by Mr. Pitman to approve the PAR's and allow Mr. Shield to sign on the Board's behalf, seconded by Ms. Bergen

Roll call vote:

Julie Lowre: YES

Jane Bergen: YES

Larry Pitman: YES

Jon Rockwood: YES

Vote 4-0-0 Approved

MINUTES:

a. Approval of Minutes from November 10, 2020

Mr. Pitman mentioned that he didn't get to read the minutes as thoroughly as he would have liked. He wanted to know if they could table the minutes for November 10, 2020 until the next meeting.

The Board agreed to meet again on January 12, 2021 at 6pm.

ADJOURNMENT:

With there being nothing else to discuss

Motion moved by Mr. Pitman to adjourn the Personnel Board meeting at 6:32pm, seconded by Mr. Rockwood.

Roll call vote:

Julie Lowre: YES

Jane Bergen: YES

Larry Pitman: YES

Jon Rockwood: YES

Vote 4-0-0 Approved

Respectfully submitted,

Kristine Brown

Minutes approved on: February 9, 2021